

Event Coordinator

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Company: We One

Location: Dubai

Category: healthcare-practitioners-and-technical

Job Description:

Create detailed event site flow plans to ensure efficient operations.

Ensure that the venue is properly setup for the event and other items needed for the event Collecting feedback from the participants and any necessary adjustment.

Meet with event organizers and key stakeholders to review event layout and logistics.

Ensuring sufficient materials & equipment is available.

Conduct site survey and identify suitable security solutions based on requirements and site conditions.

Follow up, spot checks on-going activities for quality control.

Identify needs for further or specific training, equipment, support, and elaborate terms of orientation.

Knowledge about safety protocols and have a plan of action in the event of an emergency.

Supervise and manage event staff, delegating tasks when necessary. Monitor their performance and provide feedback.

Collect and verify the timesheet and ensure timely submission concerned

department.

Maintaining accurate records of deliveries, and submitting required reports and invoices.

Daily, Weekly and Monthly reporting for event teams and System projects and new proposals.

Required Criteria

Bachelor Degree or higher

3+ years experience in event management or hospitality

Proficient in MS Office and Event Planner

UAE Driving License (Preferrable)

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